

## **Excursion Committee**

### **Roles & Responsibilities**

- Plan the excursion schedule of the college for the year.
- Organize educational trips and tours for the students.
- Seek necessary permissions for Tours and trips.
- Communicate with parents for parental consent and provide them the details of excursion activities.
- Allocate staff responsibilities and explain the excursion plan to staff and students appropriately at the outset of excursions.
- Maintain the necessary records and prepare the report of tours and trips.

### **Details of the members of the Excursion Committee formulated in the college during the year 2024-2025**

| <b>Excursion Committee (2024-2025)</b> |                       |          |
|----------------------------------------|-----------------------|----------|
| 1                                      | Dr. Rishi Kesh        | Convener |
| 2                                      | Prof. Lata Kapoor     | Member   |
| 3                                      | Dr. Sandeep K. Bansal | Member   |

### **Details of the members of the Excursion Committee formulated in the college during the year 2025-2026**

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|----------------------------------------|--------------------------|----------|
| 1                                      | Dr. Rishi Kesh           | Convener |
| 2                                      | Prof. Lata Kapoor        | Member   |
| 3                                      | Dr. Sandeep Kumar Bansal | Member   |